# **Destiny Reports**

Title and Copy List (For Library and Textbooks)

## The Title & Copy list:

• Select by...

<u>Library</u> Title Circulation Type Category Date Copies Added Date Title Added Date Title Updated List (Resource list)

#### <u>Textbook</u>

Title Publisher Vendor ISBN Copy Category Default Budget Category Copy Budget Category Instructional Classification Subject

• List titles only or...

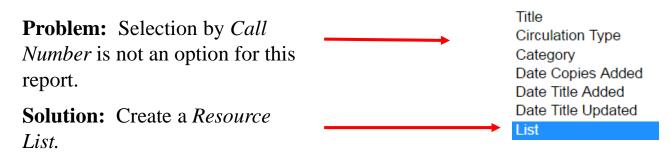
With all copies " With available copies With checked out copies With copies loaned out With copies on hold With copies on order With copies out for repairs With copies in transit With "lost" copies

• Output as PDF or Microsoft Excel. (Textbooks, as PDF only)

## Example.

Produce a spreadsheet of Literature Circle titles with all copies and who has copies checked out.

• Copy call numbers have the prefix "LITCIRC".



1. In Catalog, Resource Lists add a new resources list and Save.



2. In *Catalog, Library Search,* click the *Number* tab. Search for the call # prefix *LITCIRC* only at Barsby.

	Basic	Power	Visual	Copy Categories	Number
				_	
Find Call Number	▼ LI	TCIRC		Go	
Locatio <mark>n</mark> John I	T				

3. On the Search Results page, Click Show All, select your resource list, and click the Add Page button.



Now that you have a resource list of the titles you want to include in your report you can proceed to *Reports*.

- 4. Go to Reports, Library Reports select Title & Copy List.
- 5. Make the following selections and *Run*.

List library titles & copies....

Select By	List		
Show Titles	With all copies	T	
Include	<ul><li>Categories</li><li>Circulation statistics</li></ul>		
Output as	Microsoft Excel		*0
		Save Setup	Run Report

6. Refresh the *Report Manager* list and Click View.

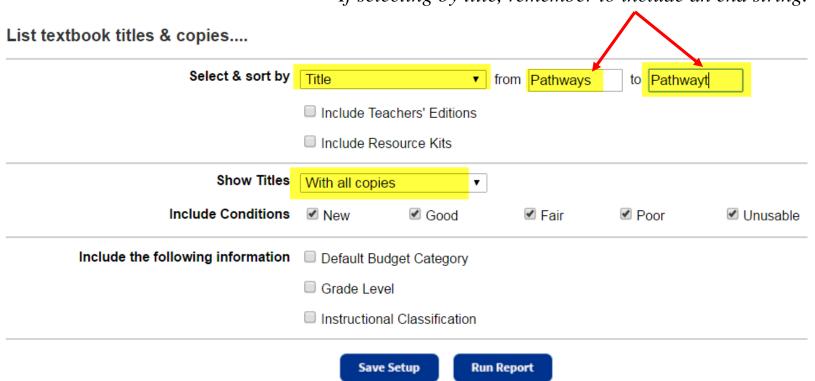
7. Save and Open the resulting spreadsheet.

Once you have your spreadsheet open in Excel, you can remove unnecessary columns, remove unwanted rows, and sort your data by whichever field is most useful.

	Α	B	С	D	E	F	G	Н	1	J	K	L	M
	Call Num			Standard Number	Barcode	Status	Due Date	Date Lost	Lost Fine Status	Responsible	Patron Barco	Patron Ty	Patron Site
35	LITCIRC		Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2841	Available							
36	LITCIRC		Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2841								
37	LITCIRC		Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2842	Available							
38	LITCIRC		Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2842	Available							
39	LITCIRC	My time as Caz Haza	Kyi, Tanya Lloyd, 1973-	ISBN: 1-55143-319-2	BARS2847	Available							
	LITCIRC		Levithan, David.	ISBN: 978-0-307-93188	BARS2692	Available							
41	LITCIRC		Levithan, David.	ISBN: 978-0-307-93188	BARS2692	Available							
42	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
43	LITCIRC		Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
44	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
	LITCIRC	-	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2693	Available							
46	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2694	Available							
	LITCIRC	Tomorrow, when the	Marsden, John, 1950-	ISBN: 0-439-82910-0	BARS2695	Available							
	LITCIRC		McClintock, Norah.	ISBN: 1-55143-484-9 (p									
49	LITCIRC	Snitch	McClintock, Norah.	ISBN: 1-55143-484-9 (p									
	LITCIRC		McClintock, Norah.	ISBN: 1-55143-484-9 (p									
	LITCIRC		McClintock, Norah.	ISBN: 1-55143-484-9 (p				2016-02-05	Payment pending	Hong, Ethan	P 1453759	Student	
	LITCIRC		Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (ł									
	LITCIRC		Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (ł									
	LITCIRC		Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (h									
	LITCIRC		Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (ł									
	LITCIRC		Mikaelsen, Ben, 1952-	ISBN: 0-380-97744-3 (ł			2017-06-19 23:59:59.			Roy, Susan	SC3709	Staff	
	LITCIRC		Orwell, George, 1903-195										
	LITCIRC		Orwell, George, 1903-195										
	LITCIRC		Orwell, George, 1903-195				2017-06-12 23:59:59.			Laskosky, Rol	P 417332	Student	
	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848								
	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848								
	LITCIRC	Home invasion	Polak, Monique.	ISBN: 1-55143-482-2	BARS2848								
63	LITCIRC	Home invasion	Polak Monique	ISBN: 1-55143-482-2	BARS2848	Available							

The Title & Copy List report can be used to report the status of all copies of a particular textbook whether they're checked out, lost, or available.

- 1. Go to Reports, Textbook Reports, Title & Copy List.
- 2. Select & sort by Title...



If selecting by title, remember to include an end string.

# 3. Refresh the *Report Manager* list and Click *View*.

thways : civilizations through uthor: Cranny, Michael William,		BN: 978-0-13-	280485-1	Editio	n: 2nd ed.			Lists co	vies a	vuii		
eplacement Price: py Info: Total (Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost					
132 (0) onditions:	26	99	0	0	0	0	7					
New 132		Good 0		Fair 0	F	000 <sup>0</sup>	Unusable 0					
opies Available: 26		U		0		U	Condition					
DSS43429							New					
DSS43435							New					
DSS43436		Copies Check	ed Out: 99						Condition		7	
DSS43438		NDSS43425	5	Checked out to	Cook, Gerry	(Student: P	2031379)		New		copies checked out, and to whom	
DSS43439		NDSS43426		Due 1/16/2017 Checked out to	Gilbert Bair	ne Victoria (S	Student: P 629178)		New			
DSS43445				Due 1/16/2017			,		New			
		NDSS43428	3	Checked out to Due 6/10/2017	Seigel, Chlo	e Anna (Stu	dent: P 586694)		New			
		NDSS43430	)		Reetham-Cl	layton, Madd	ly Nora (Student: P 58581	9)	New			
		NDSS43432	2	Checked out to	Stritzel, Jen	na Marie (St	udent: P 565320)		New			
		NDSS43434	ŧ.	Due 6/10/2017 Checked out to Due 6/10/2017	Doumont, T	yson David I	Lennard (Student: P 5689	26)	New			
		NDSS43437	7		Larsen, Har	nnah Zoe (St	udent: P 594170)		New			
		NDSS43441	I		Byrnes, Bria	anna Kymber	rly (Student: P 685287)		New			
		NDSS43442	2	Checked out to	Finner, Mitc	hell William	(Student: P 566168	Copies Lost: 7				Condition
		NDSS43444	L .	Due 6/10/2017 Checked out to Due 6/10/2017	Collery, Aid	an Thomas (	(Student: P 664234)	NDSS43431		Lost o satisfi	on 11/22/2016 by St. Louis, Danika Jean (Student: P 889394) - fine was fied	New
		NDSS43447	,		Payne, Quir	nn Joseph (S	Student: P 678783)	NDSS43433		Lost o	on 5/6/2016 by Wiswell, Morgan (Student: P 2024365) - payment pending	New
		NDSS43448	,	Due 6/10/2017			(Student: P 567762	NDSS43440			on 6/25/2015 by Wesley, MarkAnthony (Student: P 663476) - fine was	New
		NDSS43440		Due 6/10/2017			(Student: P 616770	NDSS43464			on 6/25/2015 by Salseemaston, Nelson Trey (Student: P 432734) - fine was	New
								NDSS44793			on 6/25/2015 by Trepanier, Maclain Gerald (Student: P 682017) - payment	New
								NDSS44794			on 4/10/2015 by Hanson, Brayden Alexander (Student: P 444569) - payment	New
			<i>l</i> a	ost copie	rs with	billin	g details.	NDSS48296			ing on 3/1/2016 by Charleson, Carlin Francis Eugene (Student: P 682090) - fine satisfied	New
								List Totals	- Titles	Liste	ed: 2	
								Replacement	Price:			
								Copy Info:			Out for Incoming	

New 135 Good 0 Fair

0

Unusable

0

Poor

0